

**EXTRACTED MINUTES OF THE  
DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS)  
2000 HAZARDOUS WASTE (HW) SYMPOSIUM**

**TIME AND PLACE  
OF SYMPOSIUM**

0830-1630 Oct 18, 2000  
0815-1300 Oct 19, 2000

DRMS  
Palm Garden Room, Federal Center  
74 North Washington Avenue  
Battle Creek, MI 49017-3092

**MODERATORS:**

Mr. Steve Sprague  
Chief, Hazardous Contracts Division, DRMS  
Mr. Rick Klingel  
Environmental Business Unit Leader, DRMS

**ATTENDEES:**

52 representing 25 commercial firms  
55 representing DRMS, SBA, and DLA

**INTRODUCTION:**

Mr. Steve Sprague  
Chief, Hazardous Contracts Division, DRMS

**WELCOME:**

Mr. Steve Sprague  
Chief, Hazardous Contracts Division, DRMS

Mr. Sprague discussed and stressed the continued need for Teamwork and Partnership. With DOD downsizing, our customers are turning to us for environmental solutions to their HW needs. The days of contracting for just pickup and disposal of HW is gone. Together we must come up with the best ways to meet the expanding needs our customers.

**SUMMARY OF OCTOBER 18, 2000 DISCUSSION**

**TOPIC 1:** FUTURE OF ENVIRONMENTAL BUSINESS UNIT

**PRESENTER:** Mr. Rick Klingel, DRMS-LH

**CHARTS:** See Agenda under the 2000 Hazardous Waste Contracting Symposium Link

**ISSUES:** Mr. Klingel is the Environmental Business Unit Leader. He discussed the future of the Hazardous Waste program. He stated DRMS must continue to get back waste streams and services that are being diverted. We also need to maintain or even expand our role as the provider of choice.

**TOPIC 2:** SMALL BUSINESS ISSUES

**PRESENTER:** Mr. Rob Nendorf, DRMS-TPOS

**CHARTS:** See Agenda under the 2000 Hazardous Waste Contracting Symposium Link

**ISSUES:** Mr. Nendorf is the Special Assistant for Small Business. He is the recommended point Contact for any small business, small disadvantaged business or small woman-owned Business interested in getting involved with the DRMS HW contracting program. He can be reached at 616-961-7116. The number of contracts awarded to these firms are listed in the charts (at the cognizant Website). Mr. Nendorf discussed the new goal for DoD entitled "Service-Disabled Veteran Owned Small Business. He also discussed that there are no longer Standard Industry Codes (SIC). These are now known as the North American Industry Classification System (NAICS) codes. Contractors requested copies of how to locate the NAICS and Mr. Nendorf provided a handout on this subject. This is also available at our Symposium Website.

**TOPIC 3:** INDUSTRY PERSPECTIVE

**PRESENTER:** Mr. Mike Jeffries, Perma-Fix Government Services

**CHARTS:** See Agenda under the 2000 Hazardous Waste Contracting Symposium Link

**ISSUES:** Mr. Mike Jeffries is with the firm, Perma-Fix Government Services. He presented the hazardous waste industry from a commercial contractor's viewpoint. He discussed that the 1990s were a difficult time for the industry due to increased competition, consolidations, high turnover rates, and lack of investor confidence. He proceeded to state that in this industry companies work at a low profit margin. To the contractor it often appears that price is the overall factor in determining the winning proposal while the service the contractor provides is overlooked. Service must be an integral part of the review. He believes that this trend will end. DRMS will move away from lowest price to best service. He continued with saying that it is difficult to bid on DRMS contracts as the bid schedules are based on pounds while the rest of the industry deals in containers or other types of unit of issue. In addition, the issue was raised that DRMS needs to look into other type of contracts besides just firm-fixed price. Other contractors from the audience agreed that we need to realize that to receive good service the contract price can not always be low and that a contractor is often at a disadvantage on a firm-fixed price contract.

TOPIC 4: MEDICAL WASTE

PRESENTER: Mr. Rick Klingel, DRMS-LH

CHARTS: See Agenda under the 2000 Hazardous Waste Contracting Symposium Link

ISSUES: Mr. Klingel polled the audience on their participation if we started issuing HW contracts for the disposal of medical waste. The contractors were interested in the number of pounds. Mr. Klingel was able to provide sketchy numbers and the result was that there would not be enough for a separate contract but interest may be there for the medical waste to be modified to existing contracts.

TOPIC 5: EXCEL BID SCHEDULE/ELECTRONIC SUBMISSION

PRESENTER: Mrs. Sheryl Woods, DRMS-TPOS

CHARTS: See Agenda under the 2000 Hazardous Waste Contracting Symposium Link

ISSUES: Mrs. Woods provided an overview of our automation initiatives as they pertain to the solicitation process. She gave a demonstration of our automated excel bid schedule that can be downloaded, completed, and then saved to be returned electronically with the proposal. The schedule is cell protected so that only the contractor's name and unit prices can be input. No changes can be made to the schedule (i.e., units of measure and extended price). She also discussed the use of electronic submission of proposals (i.e., disk or email). In addition, Mrs. Woods gave a demonstration on how to fill in our local clauses electronically and provided a preview to our new procurement homepage. Contractors were accepting of the use of electronic submission and the Excel bid schedule. They saw any means to become more automated as a plus to the industry.

TOPIC 6: ELECTRONIC DATA INTERCHANGE (EDI) – CONTRACTING/MANIFESTING

PRESENTER: Mrs. Cathy Bednar, DRMS-TPOS

CHARTS: See Agenda under the 2000 Hazardous Waste Contracting Symposium Link

ISSUES: Mrs. Bednar gave an update on the HW EDI initiative. At the present time, DRMS-TP sends their HW Task Orders (850 transaction set) to their Trading Partners via EDI using Version 3050. Testing is completed for these to be sent using Version 4010. Currently being tested is the ability to send Task Order Modifications (860 transaction set). Both of these transaction sets should be in production by January 2001. Mrs. Bednar also presented the use of an 810 transaction set (an EDI invoice). This transaction set is in the planning stages and will not be available until Fall 2001. Also discussed was an interim process for invoicing. This would be where DRMS, not the contractor, would submit the 591 report to DFAS as the invoice. Contractors voiced concern over this process due to discrepancies seen between the DRMS 591 report and their invoice. It was decided that this process would be reviewed further before implementation.

**TOPIC 6: ELECTRONIC DATA INTERCHANGE (EDI) – CONTRACTING/MANIFESTING**

**PRESENTER:** Mr. Randy Smith, DRMS-LHO

**CHARTS:** See Agenda under the 2000 Hazardous Waste Contracting Symposium Link

**ISSUES:** Mr. Randy Smith presented information pertaining to the transfer of DRMS 1683 Manifest tracking log data via an 861 EDI transaction set. This includes information on the pickup, interim, and final manifests. Also discussed was another method for contractors to submit this information. HW contractors would have limited access to the DRMS Hazardous Waste Base Operations Support System (BOSS). With this capability, contractors could directly input manifest information into the appropriate screens. Either process, an EDI transaction or direct input, would mean contractors would no longer have to submit tracking packets to DRMS. Contractors would need to keep this information available for random audits. Contractors were very receptive to these initiatives.

**TOPIC 7: ALTERNATIVE DISPUTE RESOLUTION (ADR)**

**PRESENTER:** Ms. Reba M. Harrington

**CHARTS:** See Agenda under the 2000 Hazardous Waste Contracting Symposium Link

**ISSUES:** Ms. Reba M. Harrington is an Assistant Counsel in the Office of Counsel. ADR is a Process whereby parties who are engaged in a dispute agree to use a third party to resolve the conflict. Ms. Harrington explained the reasons why to use ADR and that DRMS strongly encourages the use of this instrument to resolve disputes. Due to obvious cost savings and quick resolution, ADR is a win-win scenario for both parties. The “focal point” for ADR in the legal office is Ms. Harrington and the “focal point” in the contracting office is Ms. Barb Heffner.

**TOPIC 8: PARTNERING/PHASED COMPETITION**

**PRESENTER:** Mr. Steve Sprague, DRMS-TPH

**CHARTS:** See Agenda under the 2000 Hazardous Waste Contracting Symposium Link

**ISSUES:** Mr. Steve Sprague is the Chief of the Hazardous Contracts Division. He first discussed the necessity of DRMS-TP partnering with industry and generators in order to meet tailored requirements. He then presented the new initiative of using Phased Competition for solicitations. DRMS-TP has issued one solicitation using this concept. Although the concept was generally well received by industry, several contractors voiced their concerns over this solicitation stating they required more parameters in order to provide a proposal. After the discussions, DRMS-TP stated they would review the solicitation and decide if it should be amended or canceled and re-issued at a later date.

**TOPIC 9: NATIONAL/COMMODITY CONTRACTS**

**PRESENTER:** Mr. Rick Klingel, DRMS-LH

**CHARTS:** See Agenda under the 2000 Hazardous Waste Contracting Symposium Link

**ISSUES:** Mr. Rick Klingel presented the use of National/Commodity Contracts. At this time, DRMS-TP has used this concept for PCBs and CGCs. He queried the audience to see if these services should be procured using national or regional contracts or just added to our regular disposal contracts. A few contractors felt these could be added to the regular disposal contracts. Others believed they should stay as separate contracts.

**TOPIC 10: INCREMENTAL PRICING BY QUANTITY**

**PRESENTER:** Mr. Jal Guzder, MKM Engineers, Inc.

**CHARTS:** See Agenda under the 2000 Hazardous Waste Contracting Symposium Link

**ISSUES:** Mr. Jal Guzder of MKM Engineers presented his concept of bidding some disposal CLINs using incremental pricing by quantity. This would allow for a discount as quantities increased. This would eliminate the need to negotiate a bid price for a large one time pick-up. According to Mr. Guzdar the benefits of this concept would be to reduce the risk to the contractor while lowering cost to the generators who have high volume waste streams.

**TOPIC 11: NEW BID SCHEDULE**

**PRESENTER:** Mr. Ken Taylor, DRMS-LHO

**CHARTS:** See Agenda under the 2000 Hazardous Waste Contracting Symposium Link

**ISSUES:** Mr. Ken Taylor presented the new bid schedule for hazardous waste contracts. Currently, three contracts have been awarded using this new schedule. He discussed the components and the objectives of the schedule. Many contractors felt this schedule may be too extensive. Suggested the use of CLINs based on disposal method versus the type of waste. On the whole, most of the industry liked the new schedule but thought a few minor changes would make it even better.

**TOPIC 12: OPEN FORUM**

**PRESENTER:** All Attendees

**CHARTS:** See Agenda under the 2000 Hazardous Waste Contracting Symposium Link

**ISSUES:** Mr. Steve Sprague opened the floor for an open forum to discuss any issues from previous presentations or new topics. Mr. Rick Klingel discussed how the duties performed by CORs will change over the next few years.

**SUMMARY OF OCTOBER 19, 2000 DISCUSSION**

**TOPIC 13: REGIONALIZED/MULTIPLE PICK UP CONTRACTS**

**PRESENTER:** Mr. Herb Schafer, DRMS-TPHC

**CHARTS:** See Agenda under the 2000 Hazardous Waste Contracting Symposium Link

**ISSUES:** Mr. Schafer presented our use of Regionalized/Multiple Pick Up contracts. We currently have 75 CONUS contracts with two Regional types. It is an ongoing initiative to consolidate the contracts when it makes good business sense. This allows for economics of scale and consolidation of field teams.

**TOPIC 14: EXPANDED MANAGEMENT SERVICES**

**PRESENTER:** Mrs. Diane Maxwell, DRMS-LHO

**CHARTS:** See Agenda under the 2000 Hazardous Waste Contracting Symposium Link

**ISSUES:** Mrs. Diane Maxwell presented how DRMS is merging expanded management services to our hazardous waste contracts. She gave several examples of new expanded services. Offered to our customers. The Environmental Business goal is to provide the best service to our customers by offering services that they request and getting the best price for that service. Contractors suggested that we have a minimum requirement for hours or times used for personnel staffing. Smaller firms have difficulty proposing for personnel if they are only needed for a small number of hours. It is expensive to hire and train a new employee especially if the service is never ordered. Contractors stated we should consider a three to six month minimum requirement for this type of service. In addition, the audience spoke to the need for COR training and generators and CORs working together to determine all services required. Also discussed was the need to reduce the number of line items on a task order when they are often for the same waste stream.

**TOPIC 15: ALTERNATE DRMS RECYCLE SOLUTIONS**

**PRESENTER:** Mr. Peter Gallenberger, Safety-Kleen (GS), Inc.

**CHARTS:** See Agenda under the 2000 Hazardous Waste Contracting Symposium Link

**ISSUES:** Mr. Peter Gallenberger of Safety-Kleen (GS), Inc. presented alternate recycle solutions for DRMS HW contracts. The objective of his presentation was to discuss customer wants/needs for recycling, discuss the impact of the current recycle requirements on the contractors, and propose some alternative solutions. One solution was to remove the specific recycle HINs from the contracts and replace with a recycle target. DRMS-TP agreed to review the alternative. This will include querying generators on their opinion of the alternative.

TOPIC 16: MANIFEST TRACKING/PAST PERFORMANCE

PRESENTER: Ms. Sally Segner, DRMS-LHO

CHARTS: See Agenda under the 2000 Hazardous Waste Contracting Symposium Link

ISSUES: Ms. Sally Segner presented information pertaining to manifest tracking packages. She discussed the manifest tracking log and showed examples of how to fill it out correctly. She also provided a review of major and minor discrepancies. Contractors did raise the issue that some discrepancies could be easily resolved using more effective communication (i.e., telephone calls or emails). This would eliminate the need to send tracking packages back to the contractors for re-submittal. DRMS-TP agreed to review the procedures to see if it would be more effective for manifest trackers or contract specialists to communicate discrepancies that could be handled over the telephone or through email.

TOPIC 16: MANIFEST TRACKING/PAST PERFORMANCE

PRESENTER: Ms. Cathy Keith, DRMS-TPHD

CHARTS: See Agenda under the 2000 Hazardous Waste Contracting Symposium Link

ISSUES: Ms. Cathy Keith's presentation pertained to contractors past performance reviews. She discussed the elements of past performance reviews, contractor report cards, why past performance reviews are important, and the sources that are included. Contractors wanted to know if they could receive and be made aware of any negative information that would be added to their report card so they could respond to them. It was pointed out to industry that they should be getting that information now. The TPH staff was reminded again at the symposium of their requirement to notify contractors of negative information. In addition, contractors wanted to know if it was possible for them to rate COR and generator performance.